INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 July 2021

Reference Number: IC-2021-105

Country:	Republic of Kazakhstan
Description of the assignment:	National Expert on Gender in the energy sector Expert in the development of a training, professional development, and retraining system for the development of renewable energy sources taking into account the expansion of professional opportunities for women in the energy sector.
Project name:	#101058, UNDP-GEF Project "Derisking Renewable Energy Investment in Kazakhstan"
Period of assignment/services:	September 2021 - February 2022 (50 working days)
Contract Modality:	Individual contractor (IC)

Any request for clarification must be sent by standard electronic communication to the e-mail nurlan.tleubayev@undp.org and in e-mail subject please indicate ***Request_Ref.2021-105.***

1. BACKGROUND

The objective of the project is to promote private sector investment in renewable energy sources in Kazakhstan to achieve the country's 2030 and 2050 renewable energy targets. The project targets both large-scale and small-scale renewable energy sources.
The goal of this project is to achieve transformation of the energy market in Kazakhstan by significantly increasing the scale of the use of renewable energy sources in electricity production, thereby increasing the share of renewable energy in the country power generation mix from 1.1% in 2017 to 10% by 2030.

To achieve its objective, the project includes activities to support renewable energy projects that are expected to bring about a collective GHG emission reductions of at least 460,000 tonnes of CO2. In addition, by the end of the project, the project would have supported the commissioning of 9.5 MW of direct, small-scale renewable energy system (RES) that will produce about 500 GWh of electrical energy.
The project is comprised of three components:

Component 1 – Large-Scale Renewable Energy: Policy and Financial Derisking Measures
Component 2 – Renewable Energy for Life: Policy Derisking
Component 3 – Renewable Energy for Life: Financial Derisking and Incentives

This consultancy assignment is part of Activity 1.2.1 under Component 1/ Output 1.2 of the DREI Project. At the first stage of work on the Roadmap for the organization of a system of advanced training and improvement of the educational process in the field of renewable energy sources, the following assessments were given: (1) the existing status of education for training personnel for working with renewable energy sources; (2) the level of existing educational and informational activities for the formation of competencies among key population groups in the use of renewable energy sources; (3) the impact of competencies on reducing the risks of investing in renewable energy sources.

The designed Roadmap consists of two blocks. The first block is related to organizational tasks,

the second block is associated with the implementation of work to improve educational programs for training personnel for renewable energy sources and work on the creation of educational and information programs aimed at increasing the competencies of key groups related to energy and renewable energy sources.

The next stage is the implementation of the Roadmap program. It should start with a comprehensive analysis of the content of educational programs for training personnel for renewable energy sources to prepare general recommendations for their correction, and with the development of information and educational programs to improve the competencies of key groups of people interested in knowledge in the field of renewable energy. This project will be devoted to solving these problems.

The section of the Roadmap related to the development of information and educational programs to improve the competencies of key groups was prepared based on an analysis of the results of the introduction and use of RES in the republic. As a result, a very low level of involvement of the population of Kazakhstan in the development of renewable energy sources was revealed.

An important moment now is the expansion of professional opportunities for women in the energy sector. During the training stage, there is a growing interest among women in the energy industry, but after graduation, most women become housewives, and trained professionals drop out of the production process. Increased participation of women is a potential source of the increased talent competition in the energy sector in Kazakhstan, especially in the context of the rapidly changing global energy landscape. International research shows that companies investing in women's employment and leadership can reap a range of benefits, including increased shareholder value of capital, improved access to a talented and skilled workforce, greater innovation and team cohesion, and enabling more innovative people to be adopted. and informed decisions at the level of company management.

The participation of women in the energy sector is also an important aspect of the country's leadership, given that energy is a key strategic sector of Kazakhstan and an important part of the country's economic development history since its independence in 1991. Thus, the underrepresentation of women in the energy sector and the associated lost profits and opportunities for business and growth are of broader implications for the country's economic and social development.

Improvement and implementation of the sections of the Roadmap will determine and correct actions aimed at solving the problems of improving the education system and the system of raising awareness and competence in the field of renewable energy.

2. SCOPE OF WORK

1. Analysis of current trends and dynamics of the labor market needs for personnel for working with RES, forecasting the trajectories of professional development of various categories of specialists in RES, taking into account the increase in specialists from women to the energy industry.
2. Development of recommendations for creating new or adjusting existing educational programs for training personnel for the RES industry, taking into account the creation of a gender balance.
3. Analysis of the content of educational information and practical requests from key groups in the Renewable Energy (RE) sector. Preparation of a package of educational and information programs on renewable energy sources for key groups interested in competencies on renewable energy sources.
4. Analysis of the qualified personnel needs by regions, based on the analysis of the territorial and climatic potential of renewable energy sources in the country. Recommendations for the optimal geographical distribution of the proposed programs by region.
5. Development of recommendations on the content of online courses on renewable energy sources to improve the qualifications of employees in the field of renewable energy sources on the job (together with the Renewable Energy Association).

To solve the above tasks, it is necessary to use the data obtained from:

- collection and analysis of trajectories of professional development of various categories of specialists working with renewable energy sources;
- collection and analysis requests from key groups in obtaining competencies in the field of renewable energy.
- collecting information on energy sectors where women are employed, analyzing the possibilities of expanding it in the future.
- analysis of educational programs used in universities for teaching students in the field of RES;

For detailed information, please refer to the Term of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- Higher technical education (Master's degree, Ph.D., and/or equivalent in applied sciences are encouraged);
- At least 5 years of experience in:
- preparation of analytical studies in the field of energy, including renewable energy sources;
- conducting scientific and applied research in the field of energy;
- organization of scientific work in higher educational institutions, organization of scientific competitions and conferences;
- educational work in universities;
- in state expert commissions in the field of energy and higher education;
- development and implementation of state, international programs in the field of energy;
- Experience in implementing projects with the support of international organizations and government agencies is encouraged;
- Availability of published publications on the development of alternative energy in Kazakhstan;
- A high level of proficiency in the Russian (oral, written) language, knowledge of the Kazakh language is encouraged.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The following documents **in PDF** to be attached to the Offer (maximum size 25Mb per one e-mail transmission) and should be sent to **procurement.kz@undp.org** with indication of **Ref.2021-105** in the e-mail subject not later **18-00 PM (Nur-Sultan time) of July 28, 2021:**

a) Duly accomplished Annex 4 “Offeror’s Letter to UNDP confirming interest and availability for the Individual contractor” using provided UNDP template; Financial Proposal Annex-5 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided; the document should be provided separately from other required below documents;
b) Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) and skills relevant to the assignment;
c) Other documents certifying the work experience, expertise, education, and skills (**diploma**, qualification improvement certificates, awards, etc.).
d) A brief essay of why the candidate considers himself/herself to be the most appropriate for the job, as well as a methodology describing which approach will be applied and how the assignment will be carried out.

5. FINANCIAL PROPOSAL

This contract is in the national currency tenge with a lump sum of payments for each completed output. The quotation must include all expenses of the expert, any other relevant expenses for the task and necessary to obtain the above outputs.
Payment will be made after the approval of interim reports, based on the above outputs by the UNDP

Head of Governance Unit and National commission and signing of the certificate of completion for each output by the UNDP program officer.

The contract price will be fixed regardless of changes in cost components.

6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%:

- Step I: **Preliminary evaluation** of offers. ONLY fully and timely submitted applications with all required documentation (CV, Annex-4 and Annex-5, diploma, brief essay and methodology) would be considered for evaluation of the minimum criteria;
- Step II: **Technical Evaluation** = maximum 700 points, which consists of technical scoring of qualifications and experience;
- Step III: **Financial Evaluation** = 300 points.

Step II: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the candidates who passed Preliminary evaluation. Only candidates obtaining a minimum of 490 points of the maximum obtainable points for the technical criteria (700 points) shall be considered for financial Evaluation.

Technical scoring of qualifications and experience – maximum 700 points:

Criteria	**Maximum points**	**Assessment (points)**
Higher technical education (Master's degree, Ph.D., and/or equivalent in applied sciences are encouraged)	100	Bachelor = 70; Master = 80; PhD = 100.
At least 5 years of experience in preparation of analytical studies in the field of energy, including renewable energy sources	80	Less than 5 years = 0; 5 years = 56; 6-7 years = 70; More than 7 years = 80
At least 5 years of experience in conducting scientific and applied research in the field of energy	80	Less than 5 years = 0; 5 years = 56; 6-7 years = 70; More than 7 years = 80.
At least 5 years of experience in organization of scientific work in higher educational institutions, organization of scientific competitions and conferences	100	Less than 5 years = 0; 5 years = 70; 7-8 years = 90; More than 8 years = 100.
At least 5 years of experience in educational work in universities	80	Less than 5 years = 0; 5 years = 56; 6-7 years = 70; More than 7 years = 80.
At least 5 years of experience in state expert commissions in the field of energy and higher education	80	Less than 5 years = 0; 5 years = 56; 6-7 years = 70; More than 7 years = 80.
At least 5 years of experience in development and implementation of state, international programs in the field	80	Less than 5 years = 0; 5 years = 56; 6-7 years = 70;

of energy		More than 7 years = 80.
Experience in implementing projects with the support of international organizations and government agencies is an advantage	20	Availability of experience = 20; No experience = 0.
Availability of published publications on the development of alternative energy in Kazakhstan	40	Available = 40; Not available = 0.
A high level of proficiency in the Russian (oral, written) language, knowledge of the Kazakh language is an advantage	40	High level of proficiency in Russian langyage = 30; Knowledge of Kazakh language = 10.
TOTAL	**700**	

Step IV: Financial evaluation – 30% = 300 points:
The following formula will be used to evaluate financial proposal:
Lowest priced proposal*300 points/price of the proposal being evaluated.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

APPROVED BY:

Zhanat Tileumuratova
Procurement Associate

Signature: Zhanat Tileumuratova

Yakup Beris
Resident Representative

Signature: Yakup Beris

ANNEXES
ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE
ANNEX 4 & 5- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST AND FINANCIAL PROPOSAL FORM